

☐ UNCLASSIFIED☐ INTERNAL
USE ONLY☐ CONFIDENTIAL☐ SECRET

Approved For Release 2005/04/22 : CIA-RDP81M00980R001000050011-4

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request to Speak Before a Group, Orally Present a Paper, etc.

FROM:

Office Name
Office Address

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Office Director
Address

2.

NFAC/SO
2F28 Hqs

3.

D/OS Attn: OS/EAB
4E33 Hqs

4.

NFAC/CAR
3E49 Hqs

5.

AD-M/NFAC
7E62 Hqs

6.

Originating Office
Address

7.

8.

9.

10.

11.

12.

13.

14.

15.

If this is mailed, it will take at least two weeks. If you wish to handcarry it (depending on circumstances, takes about 2-3 days), make the following notation and put a priority tag on it.

FOR HANDCARRY, PLEASE CALL

_____ at X-_____
(Person's name)

The AD-M's secretary will mail the approved copies. Include an additional copy, addressed to Assistant to the Director, 1F04 Hqs, in the package, even though he is not included in the check-off routing.